

VOLUNTEER SERVICES

PROGRAM:	Grocery Shopping Program
Outcome	Volunteers in the communities served will have diverse and appropriate opportunities to volunteer in a range of programs of the society.
VOLUNTEER POSITION	Grocery Order Taker
Duties:	Take clients orders for the shoppers.
	<ul style="list-style-type: none"> • Call clients from Seniors Services office to obtain their grocery orders
	<ul style="list-style-type: none"> • Arrive at Seniors Services no later than 9:00am • Fill in required client information as directed, place call to the client • Follow the order sheet and write down the clients specified items • Assemble completed forms as instructed by the program coordinator
Skills required:	<ul style="list-style-type: none"> • Must read and speak English fluently • Must have legible hand writing • Must work well with others • Must be patient
Special requirements:	<ul style="list-style-type: none"> • Punctual and reliable
Commitment required:	<ul style="list-style-type: none"> • One morning a week/monthly, either Monday or Tuesday, from 9:00 am – 10:30am • 3 month commitment
Training required:	<ul style="list-style-type: none"> • Observe grocery order takers one morning • Orientation from Volunteer or Program Coordinator